

# Self-Service Time and Attendance (SSTA)

## Reported Timesheet: Reporting Holidays

### Holiday Eligibility:

An employee must work at least half time to receive the holiday benefit. Contract and post retirement employees are not eligible for holiday pay. Depending on department policy and needs, on a holiday employees may: be granted the day off ; be required to work; be credited with comp time; or receive additional holiday pay. For more information on eligibility, please refer to your policies and procedures and collective bargaining contracts. Managers and Confidential employees in the Executive Branch Agencies should refer to the Redbook.

### Holiday Calculation:

- Employees are entitled to receive holiday hours equal to 1/5 of their total weekly scheduled hours.
- To determine the number of daily hours, divide the total weekly scheduled hours by five, regardless of an employee's daily schedule.
- Holiday Calculation Examples:
  - Full-time employee with regular weekly schedule of 40.0 hours  
 $40.0 \text{ hours} / 5 \text{ days} = 8 \text{ holiday hours}$
  - Full-time employee with regular weekly schedule of 37.5 hours  
 $37.5 \text{ hours} / 5 \text{ days} = 7.5 \text{ holiday hours}$
  - Part-time employee with regular weekly schedule of 24.0 hours  
 $24.0 \text{ hours} / 5 \text{ days} = 4.8 \text{ holiday hours}$
  - Part-time employee with regular weekly schedule of 30.0 hours  
 $30.0 \text{ hours} / 5 \text{ days} = 6.0 \text{ holiday hours}$

### Important Reminders:

- Follow your agency's practice for reporting holiday leave (i.e., pre-approval, etc). If you have questions regarding your agency's leave usage practices, please contact your agency human resources/payroll office.

## **Non-Worked Holidays (Scheduled Day): Holiday Pay for Work Day**

### **Considerations:**

- When a holiday occurs on a regularly scheduled workday and the employee is not required to work on the holiday, the employee should enter the time off using the **Holiday Pay Normal (HLN)** Time Reporting Code (TRC).

<b>Step</b>	<b>Action</b>
1.	Log in to SSTA using your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	You will arrive at the <b>SELF SERVICE</b> page. Click on the <b>TIMESHEET</b> link to access your timesheet.
4.	Your timesheet will be displayed. Remove the pre-populated regular hours on the day the holiday is observed.
5.	Click on the <b>ADD A ROW (+)</b> button.  <u>An Important Reminder:</u> Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.
6.	Next, in the new row, click on the magnifying glass button in the TRC column. The <b>LOOK UP TRC</b> table will display. Scroll through the table and click on the <b>HOLIDAY PAY NORMAL (HLN)</b> TRC.

Step	Action
7.	<p>In the new row, locate the date of the observed holiday and enter the appropriate amount of holiday hours in the text box (1/5 of your regular weekly scheduled hours).</p> <p><b>NOTE:</b> If your eligible HLN hours are less than your regularly scheduled hours for the day, you must use leave time to make up the difference, to avoid being underpaid. Review your leave balances in the <b>BALANCES</b> table to ensure you have enough leave time to cover your time away from work.</p> <p>You do not need to review your balances if you choose to take unpaid leave.</p>
8.	If your timesheet is accurate, click on the <b>SUBMIT</b> button.
9.	The <b>SUBMIT CONFIRMATION</b> page will display. By clicking the <b>OK</b> button on this page, you are certifying your attendance record.
10.	Review your <b>REPORTED HOURS</b> and <b>SCHEDULED HOURS</b> information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.
11.	Review the <b>REPORTED HOURS SUMMARY</b> table for accuracy.
12.	Review the <b>STATUS</b> column. Notice that the value in the status column is now <b>NEEDS APPROVAL</b> . After your manager/supervisor reviews and approves the time you submitted, the status will change to <b>APPROVED</b> .
13.	Click on the <b>SIGN OUT</b> link to log out of SSTA.

## **Non-Worked Holidays (Unscheduled Day): Holiday Comp Time Earned or an Additional Day of Pay for the Holiday**

### **Considerations:**

- When a holiday falls on an employee's day off and the employee works the holiday, they may choose to receive: holiday comp time by entering the HWC TRC on their timesheet. Or with approval, an additional day of pay for the holiday by entering the HLP TRC. Police officers, firefighters, and correction officers may use HOL to receive an additional day of pay for the holiday.

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3.	You will arrive at the <b>SELF SERVICE</b> page. Click on the <b>TIMESHEET</b> link to access your timesheet.
4.	Your timesheet will be displayed.
5.	Click on the <b>ADD A ROW (+)</b> button.
6.	In the new row, locate the date of the observed holiday that is also your day off and enter the amount of eligible holiday hours (1/5 of your regular weekly scheduled hours).
7.	<p>Next, in the <b>TRC</b> column for the new row, click on the magnifying glass. The <b>LOOK UP TRC</b> table will display. Scroll through the table and click on <b>HOLIDAY COMP TIME (HWC)</b>, or <u>with approval</u>, <b>ADDITIONAL DAY OF PAY FOR THE HOLIDAY (HLP)</b>.</p> <p><b>Note:</b> Only police officers, firefighters, or correction officers use HOL to report an additional day of pay for the holiday.</p> <p><u>An Important Reminder:</u> Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.</p>

Step	Action
8.	If your timesheet is accurate, click on the <b>SUBMIT</b> button.
9.	Review your <b>REPORTED HOURS</b> and <b>SCHEDULED HOURS</b> information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.
10.	Review the <b>REPORTED HOURS SUMMARY</b> table for accuracy.
11.	Review the <b>STATUS</b> column. Notice that the value in the status column is now <b>NEEDS APPROVAL</b> . After your manager/supervisor reviews and approves the time you submitted, the status will change to <b>APPROVED</b> .
12.	Click on the <b>SIGN OUT</b> link to log out of SSTA.

## **Worked Holidays (Scheduled Day): Holiday Comp Time Earned or an Additional Day of Pay for the Holiday**

### **Considerations:**

- When a holiday falls on a regularly scheduled workday and the employee is required to work, the employee may elect to receive comp time in lieu of the holiday by entering HWC on their timesheet; or, with approval, an additional day of pay for the holiday by entering HLP; or, in the case of police officers, firefighters, and correction officers, HOL..

Step	Action
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3.	You will arrive at the <b>SELF SERVICE</b> page. Click on the <b>TIMESHEET</b> link to access your timesheet.
4.	Your timesheet will be displayed.

Step	Action
5.	Click on the <b>ADD A ROW (+)</b> button.
6.	In the new row, locate the date of the observed holiday that is also your regularly scheduled workday and enter the amount of eligible holiday hours (1/5 of your regular weekly scheduled hours).
7.	<p>Next, in the new row, locate the <b>TRC</b> column and click on the magnifying glass. The <b>LOOK UP TRC</b> table will display. Scroll through the table and click on <b>HOLIDAY COMP TIME (HWC)</b>, or <u>with approval</u>, <b>HOLIDAY PAY (HLP or HOL)</b>.</p> <p><b>Note:</b> Only police officers, firefighters, or correction officers use the <b>(HOL)</b> TRC to report an additional day of pay for the holiday.</p> <p><u>An Important Reminder:</u> Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.</p>
8.	If your timesheet is accurate, click on the <b>SUBMIT</b> button.
9.	Review your <b>REPORTED HOURS</b> and <b>SCHEDULED HOURS</b> information above your timesheet. Your reported hours will be more than your scheduled hours to reflect hours worked plus additional hours for <b>HOLIDAY COMP TIME (HWC)</b> or <b>HOLIDAY PAY (HLP or HOL)</b> .
10.	Review the <b>REPORTED HOURS SUMMARY</b> table for accuracy.
11.	Review the <b>STATUS</b> column. Notice that the value in the status column is now <b>NEEDS APPROVAL</b> . After your manager/supervisor reviews and approves the time you submitted, the status will change to <b>APPROVED</b> .
12.	Click on the <b>SIGN OUT</b> link to log out of SSTA.

## **Not on Payroll (NOP) Status Before or After a Holiday:** **Employee Not Entitled to a Holiday**

### **Considerations:**

If an employee is on unpaid leave or unpaid absence for the part of his/her regularly scheduled workday immediately before or after a holiday that falls one regularly scheduled work day, and the employee is not required to work on the holiday, he/she will not receive holiday pay. See the Collective Bargaining Agreements.

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3.	You will arrive at the <b>SELF SERVICE</b> page. Click on the <b>TIMESHEET</b> link to access your timesheet.
4.	Your timesheet will be displayed. Remove the pre-populated regular hours on the day the holiday is observed.
5.	Click on the <b>ADD A ROW (+)</b> button.  <u>An Important Reminder:</u> Please notify your manager any time you add/delete a row and make changes to your timesheet after it has been approved (check the status column on your timesheet to confirm whether or not your manager has approved your time). Your manager must review and approve your edited timesheet. Failure to notify your manager of changes may result in inaccurate pay.
6.	In the new row, locate the date of the observed holiday and enter the appropriate amount of NOT ON PAYROLL ( <b>NOP</b> ) hours in the text box.
7.	Next, in the same row, click on the magnifying glass icon in the TRC column. The <b>LOOK UP TRC</b> table will display. Scroll through the table and click on the <b>NOT ON PAYROLL (NOP)</b> TRC.
8.	If your timesheet is accurate, click on the <b>SUBMIT</b> button.

Step	Action
9.	The <b>SUBMIT CONFIRMATION</b> page will display. By clicking the <b>OK</b> button on this page, you are certifying your attendance record.
10.	Review your <b>REPORTED HOURS</b> and <b>SCHEDULED HOURS</b> information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy. <b>Note that even though you are not on the payroll, your submitted hours and scheduled hours still match.</b>
11.	Review the <b>REPORTED HOURS SUMMARY</b> table for accuracy.
12.	Review the <b>STATUS</b> column. Notice that the value in the status column is now <b>NEEDS APPROVAL</b> . After your manager/supervisor reviews and approves the time you submitted, the status will change to <b>APPROVED</b> .
12.	Click on the <b>SIGN OUT</b> link to log out of SSTA.